



CITY OF TUSTIN

EMPLOYMENT OPPORTUNITY

CRIME ANALYST #06-26
\$4,338 - \$5,297 Per Month
Apply by 5:00pm on August 10, 2006

(Pending City Council approval with adoption of FY 06/07 budget)

A completed application must be received in the Human Resources Department

THE POSITION: Under general supervision, performs a variety of difficult and complex professional and analytical assignments providing pertinent information relative to crime patterns and trend correlations to assist operational and administrative personnel in the Police Department. Collects, analyzes and disseminates statistics; performs systematic and analytical processes directed at planning the deployment of resources for preventing and suppressing criminal activities, aiding the investigative process, increasing apprehensions, clearing cases and analyzing information to identify similarities, patterns, and trends among different offenses to assist in identifying suspects and predicting criminal activity.

CLASS CHARACTERISTICS: The Crime Analyst performs difficult and complex duties, working with general direction. The Crime Analyst plans and prioritizes assignments and tasks and responds to daily demands for analytical information.

EXAMPLES OF DUTIES:

- Identifies and collects pertinent statistics and data from department crime reports, field interview cards, department computer databases, and state and federal databases; audits and maintains quality control of crime analysis data.
- Utilizes multiple computer systems and software programs to store, collate, retrieve, and present information.
- Research and compile target-suspect profiles, suspect-crime correlations and offender characteristics; analyze information to identify similarities and patterns among different offenses; assist in identifying suspects and predicting criminal activity.
- Initiate and disseminate crime analysis reports, bulletins and data related to crime series, trends, patterns, and suspect individuals to department personnel to enhance directed patrol and investigative activity.
- Prepare charts, graphs, and written reports of specific crimes by area and section; prepares maps of specific crimes by area utilizing geographic information systems (GIS) software.
- Assist with the development of agency tactics, strategies, and planning in response to crime trends; create or modify existing programs aimed at targeting specific problem areas and addressing specific series, patterns, and trends.

SEE ATTACHED "ADDITIONAL INFORMATION" FOR MORE DETAILS ON THIS EMPLOYMENT OPPORTUNITY.

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Additional Information

EXAMPLES OF DUTIES (con't):

- Maintains historical statistics and crime trends and comparisons; develops and provides special crime analysis reports including quarterly statistical and monthly activity reports.
- Examine existing laws, codes, statutes, and regulations to determine those most advantageous for enforcement in addressing current crime trends and/or problem areas.
- Assist Department personnel in monitoring and tracking criminal activity and developing methods and procedures for the dissemination of information to the public.
- Provides statistical information for filing required reports with state and federal agencies.
- Attend detective and patrol briefings and Department meetings as required; participates on committees as assigned; markets crime analysis services to department personnel.
- Oversees cadets, part-time and volunteer staff assisting with crime analysis functions and presentations.

MINIMUM QUALIFICATIONS:

Education/Experience: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

Equivalent to a Bachelor's degree in criminal justice, public administration, business administration, or a related field. Two years of experience in a public agency that included research, writing, statistical analysis and preparation of reports. Experience in a municipal law enforcement agency and working knowledge of the California Law Enforcement Telecommunications System (CLETS) is highly desirable. Knowledge of police records management applications and database management software programs is desirable. Ability to obtain the Department of Justice Crime and Intelligence Analysis Certification.

Knowledge of: Knowledge of the basic organization and functions of a municipal law enforcement agency; principles of mathematics and statistics; methods and techniques of data collection, research and report preparation; pertinent Federal, State, and local laws, codes, and regulations; modern office practices, methods, and computer equipment; principles and procedures of record keeping; English usage, spelling vocabulary, grammar, and punctuation; and word processing methods, techniques and programs including graphics, spreadsheet, and database applications.

Working knowledge of police records systems and data entry, filing and retrieval procedures; Penal and Vehicle codes; Federal and state laws and regulations governing individual privacy rights and the release of criminal information; and police operations.

Ability to: Learn the principles, practices, methods, and techniques used in crime analysis; recognize, identify, and document crime series and patterns; collect, analyze, interpret, and document complex statistical data; properly develop and interpret tables, charts, and graphs; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; prepare and maintain accurate and complete records; perform accurate mathematical computations; work independently in the absence of supervision; prepare clear and concise reports; maintain confidentiality of sensitive information and data; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; and establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skill in: Operating an office computer and a variety of word processing, data management and other software applications.

PHYSICAL REQUIREMENTS: Work is performed in an office environment and requires prolonged periods of time using a computer keyboard and screen. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities as well as grasping, repetitive hand movement and fine coordination in preparing statistical reports. Position may require pushing, pulling, dragging and lifting boxes of files and other office items weighing 30 pounds or less. Additionally, the position requires reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communication in person or making presentations before groups.

SPECIAL REQUIREMENTS:

- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- Individuals may be assigned to rotating work shifts, including evenings, holidays and weekends.
- Will be required to obtain California Law Enforcement Telecommunications Systems (CLETS) certification.
- Receive satisfactory results from a background investigation, physical examination and administrative screening which meet the established qualification standards. No felony convictions. No disqualifying criminal histories within the past seven years.

AGENCY SHOP: Pursuant to an Agency Shop agreement, union dues or service fees as a condition of employment is required. A qualified religious objection may be accommodated.

City of Tustin

Human Resources Department

300 Centennial Way, Tustin, CA 92780

ABOUT TUSTIN

TUSTIN is a beautiful residential community located near many of Southern California's residential, educational, and cultural attractions. From its incorporation in 1927, Tustin has developed from a small village with 511 residents to its present population of approximately 70,871 residents. By 2020, Tustin's population is expected to grow to approximately 94,754.

TUSTIN is governed by a 5-member nonpartisan City Council under the Council-Manager form of government. A dynamic, professional atmosphere prevails within the City. The City operates with a \$43 million general fund budget and is staffed by approximately 290 full-time employees. The City staff is customer-oriented and enjoys the fast pace that growth brings to the work environment.

RECRUITMENT INFORMATION

APPLICATION PROCESS: Original signed application and supplemental materials must be filled out completely, legibly, and received by 5:00 p.m. on the final filing date. **Postmarks or faxed applications will not be accepted.**

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected to continue in the recruitment process. This process may include a written test, performance exam, oral board panel, or other testing assessment. Some positions require additional psychological, physical, and/or agility testing.

SELECTION: An eligibility list is established for each job classification and is normally valid for one year unless exhausted or canceled. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

EQUAL OPPORTUNITY: The City of Tustin does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or political affiliation in its employment actions, decisions, policies, and/or practices.

APPOINTMENT: All employment offers are conditional based upon successfully passing a medical examination, which will include a drug & alcohol test, background investigation, and fingerprinting. Upon hire date, new employees must provide documentation which authorizes the legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986. All new employees are required to take a loyalty oath.

PROBATIONARY PERIOD: New Employees serve a probationary period of 12 months; Police Officers 18 months. An employee may be rejected without cause or recourse during the probationary period.

EMERGENCY SERVICE: All City employees are required to perform assigned emergency service duties in the event of emergency or disaster.

ACCOMMODATION: If you require special accommodation, please contact Human Resources at 714-573-3040 at least 72 hours prior to the test date.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each regular employee to use toward the purchase of individual or family health and dental plans, additional life insurance, deferred compensation, and other related benefits. Dependent care and medical reimbursement programs are available.

LIFE INSURANCE: All regular full-time employees receive life insurance in an amount that is at least equal to the nearest \$1,000 of their annual salary. The actual amount may be greater depending on the bargaining unit.

TUITION REIMBURSEMENT: Available to regular employees upon passing probation.

DEFERRED COMPENSATION: Employees may defer earnings, on a pre-tax basis, into a 457 deferred compensation program. This program is available to all employees who choose to participate; it is mandatory for part-time employees in lieu of Social Security.

RETIREMENT: Benefits are provided by the Public Employee's Retirement Systems (PERS). Each regular full-time employee becomes a member immediately upon hire. The City pays the employee's contribution to PERS (sworn employees may cost share after 07/05). General unit 2% @ 55; Safety unit 3% @ 50.

HOLIDAYS: 11 paid holidays.

GENERAL LEAVE: 160 to 240 general leave hours per year for vacation or sickness depending on classification and length of service.

LONG-TERM DISABILITY: Regular employees are required to participate in a long-term disability insurance program which will provide income for an employee who becomes disabled because of injury or accident.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

PART TIME: Certain designated part-time positions are eligible for benefits on a pro-rata share of hours worked ($\frac{1}{2}$ or $\frac{3}{4}$ share).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Acceptance of an application does not necessarily mean qualification for the position.